



## Memorandum

Date: August 19, 2025

To: West Linn Historic Review Board

From: Lynn Schroder, Community Development Management Analyst

Subject: 2025-2027 Historic Review Board Work Plan

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The City Council is working to better align its priorities with the work of the Community Advisory Groups (CAGs) and to improve communication and direction. As part of this effort—and as directed by the Municipal Code—the Council is preparing a workplan for each CAG. These workplans focus the committee’s efforts and resources and strengthen coordination between Council. The work plan priorities connect closely to Council’s adopted 2025–27 Priorities.

Please review the attached draft work plan for the Historic Review Board (HRB) for 2025–2027. The City Council has asked the committee to review and provide comments on it. Once Council receives our feedback, they will finalize the plan. The HRB will then use the plan as a road map for its activities over the next two years.

The HRB will discuss the draft work plan at its **August 19, 2025** meeting.

# MEMORANDUM

Date: August 1, 2025  
To: West Linn Historic Review Board  
From: Rory Bialostosky, Mayor  
Subject: Historic Review Board 2025-27 Priorities and Work Plan – **WORKING DRAFT**

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As part of our effort to maintain greater communication with our community advisory boards, the City Council would like to share with you the Council Priorities for 2025-27 (attached) that align with a work plan we are providing to each of the community advisory groups. Council wants to ensure that limited City and volunteer resources remained focused on the primary goals of the Council and delivering quality core municipal services. The City's Municipal Code section 2.020(2) provides these workplans as a way for Council to provide direction and focused alignment on the city's priorities. We believe these work plans are a positive step in this direction and hope that you find it helpful in your efforts in influencing policy for the City.

We also want to take time to emphasize our overarching goal of belonging and reaching out to the community. Community advisory groups are a key part of connecting with our community and we greatly value the role you play in this. We hope the HRB to find new ways to engage and involve a broad range of community members in the important work that you do and considers ensuring belonging and inclusivity in all the work that you do.

Based on your annual report we received from your group and in furtherance of the Council's adopted Priorities, the Council would like the HRB to focus attention on the following work this year:

**1. Review Historic Land Use Applications**

Evaluate historic land use planning applications as needed, in accordance with the Community Development Code.

**2. Fulfill Duties of a Historic Landmarks Commission as required by Certified Local Government Intergovernmental Agreement**

Carry out the responsibilities of the Historic Landmarks Commission as outlined in the 2007 Intergovernmental Agreement (IGA) with the Oregon State Historic Preservation Office (SHPO). This includes ensuring meaningful public participation in the local historic preservation program. All nominations to the National Register of Historic Places originating within the City must be subject to public testimony and discussion, and both the public comments and the Commission's recommendation must be forwarded to SHPO.

Additional CLG responsibilities include reviewing and rendering decisions on proposals to alter or demolish the exterior of designated Historic Landmarks as needed; disseminating information to educate the public about local historic resources when appropriate; participating in ongoing education and training for Board members; and advising agencies, interest groups, boards, commissions, and community members on matters related to historic preservation within the city.

**3. Update the Municipal Code – Historic Review Board Mission Statement**

Draft potential amendments to the Municipal Code for consideration by the City Council that would include a mission statement for the Historic Review Board, clearly defining its purpose, role, and authority. This update will help the Board better understand and carry out its responsibilities as a quasi-judicial decision-making body, an advisory group to the City Council on historic preservation and as

designated landmark commission under the 2007 Certified Local Government intergovernmental agreement.

**4. Identify Historic Preservation Projects and Grant Opportunities**

Identify potential historic preservation projects and relevant grant opportunities for consideration by the City Council.

**5. Pursue Heritage Grant Opportunities for Mill Inventory**

Explore the potential to apply for Oregon Heritage grants to support inventory and documentation work related to the mill site and make a recommendation to the City Council. As part of this effort, draft and send formal request letters to gather historical information, records, and documentation from key stakeholders.

**6. Advise on Wayfinding and Branding Initiatives**

Provide recommendations to the City Council on the City's wayfinding and branding initiative, with a focus on enhancing connections between historic landmarks and integrating local historic narratives.

**7. Support Waterfront and Vision43 Planning Efforts**

Offer input and recommendations on the City's Waterfront Vision Plan and Vision43 related to matters of historic preservation.

**8. Work to improve diversity, equity, inclusivity and belonging in the community and consider recommendations and actions through an equity lens\***

*\*denotes a direct 2025-27 Council Priority*

If something arises during the year that you believe necessitates a change to this work plan, please feel free to have your chair forward your request to the Council in writing for our consideration and we will provide you with feedback. CAGs may request funding or sponsorship for events, activities, or programs not specifically listed in this workplan through their Council liaison or by providing a request in writing.

As always, a heartfelt thank you for your dedicated service to West Linn,

Mayor Bialostosky